** RAICHEL**

**ACCOUNTS ASSOCIATE** (Accounts Receivable)

**Email address:** raichel-394214@2freemail.com

*Currently in UAE on visit visa until 11 October 2019*



**CAREER OBJECTIVE**

To pursue a career in a professional work environment to utilize my knowledge and apply my skills to grow as a responsible and efficient employee while achieving organizational goals.

**EDUCATION:**

**BACHELOR OF COMMERCE IN FINANCE AND TAXATION**

* Graduated from **Mahatma Gandhi University (2014-2017)**
* Graduated with a cumulative GPA of 7.95
* Actively participated in various business and management events.
* Successfully completed graduation project on “Study on effectiveness of sales promotion technique on FMCG”

**MASTERS OF COMMERCE**

**Bharathiar University (2018-present)**

Expected to complete by December 2019

**CAREER HISTORY**

**(February 2018 - May 2019)**

India

*Accounts Associate (Accounts Receivable)*

* Well versed with sales order creation and accounts receivable billing
* Hands on experience in project and work-breakdown structure creation, employee time bookings and corresponding amendments
* Responsible for internal reporting and dashboard preparation
* Responsible for preparation of process documentation
* Provided end to end training to new employees

**SKILLS**

* Proficient in SAP, Outlook, Word, Excel, Power point; Familiar with Tally erp9
* Teamwork, Innovation, Creativity
* Able to work under pressure with a calm and organized approach in order to meet deadlines
* Committed team player
* Keen listener and quick learner
* Systematic and organized
* Time Management and efficiency in multi-tasking

**PERSONAL DETAILS**

Date of Birth: 02 February 1996

Fluent in English, Malayalam

Marital Status: Single

Nationality: Indian

Interests: Music, Reading, Internet browsing